

Description	
Has Procurement approved this request? (select one)	Yes
Responsible AutoZoner(s) email address	Jill.Coleraine@AutoZone.com
Functional Area Controller (select one)	Johnson, Christi - Finance and Legal ext. 8582
Department # and Functional Area	8014
Vendor Name and Address (if known)	Memphis Shelby County Crime Commission 600 Jefferson Ave #400, Memphis, TN 38105
Vendor Contact Name	Ben Adams and William Gibbons
Vendor Contact Email Address	badams@bakerdonelson.com and wgibbons@memphis.edu
Contract Type (select one from drop list)	Grant Agreement
If other, please describe	
Contract Term (CEO must approve terms over 1 year)	1 Year
Contract Purpose (Reasoning, Objective)	Grant Agreement of \$100000 during FY18 for Operation Safe Community
Commitment Effort (Enter \$\$ spend amount here) List the dollar amounts, est. days to complete and resources to be used	100,000
IT involvement? Read mouse over comment (select list) If yes, what type?	No
IT Engagement Manager review complete? (select one)	
Budgeted (Y/N) (select one)	Yes
ARS# (If applicable)	
Benefits	<ul style="list-style-type: none"><li>• Grantee will recognize AutoZone's support via collateral, events, online, social media and/or other promotional outlets, as approved by AutoZone.</li><li>• Grantee will provide a link to www.AutoZone.com from Grantee's website and identify AutoZone as a sponsor of the project on Grantee's website.</li></ul>
1st Signature required (VP, SVP, EVP, CEO) (select one)	Pohlman, Ray
2nd Signature required (VP, SVP, EVP, CEO) (select one)	Leggett, Maria
	Controller Approval:
	ALLDATA IT Approval:
	CIO Approval:
	VP Approval:
	VP Approval:

## **20 (Easy) Steps to Getting Your Contract Executed**

1. Consult Procurement prior to beginning any relationship that will obligate AutoZone to allocate funds.
2. Decide if it is best to use Vendor's standard agreement or one of AutoZone's.

*NOTE: if Vendor does not have a standard agreement, we will use AutoZone's; if Vendor does have a standard agreement, please consult a member of the corporate legal team to determine which form to use.*

3. If Vendor's agreement is used, please request that it be sent to you, the business unit, in Word format.

### **4. Read your agreement!**

*Note: Please **always** read your agreement thoroughly for understanding.*

5. Make redline changes to the business terms you would like to change.
6. Send back to vendor.
7. Create CIRA Form.

*NOTE: Please always pull latest CIRA from the AutoZone intranet*

*<https://portal.autozone.com> → Resources → Contract Process → look to the Left Side*

### **8. Once all business terms are agreed upon, send CIRA form and agreement to [contract.review@autozone.com](mailto:contract.review@autozone.com).**

*NOTE: For your email submission, please include the Vendor name in the subject line and a short description of the agreement. This makes it easier for the corporate legal team to assign and track your agreement.*

### **9. [Contract.review@autozone.com](mailto:Contract.review@autozone.com) will assign the agreement to a Legal AutoZoner for review.**

*NOTE: Please do NOT copy [contract.review@autozone.com](mailto:contract.review@autozone.com) on any additional or follow up correspondence after the initial submission. Any correspondence should be sent to the assigned Legal AutoZoner.*

10. Within one (1) business day of the agreement being assigned to a Legal AutoZoner, he or she will reach out to you and let you know they are working on your agreement.
11. Within five (5) business days of the agreement being assigned to a Legal AutoZoner, you can expect a 1<sup>st</sup> draft redline of the agreement.
12. Once you get the redlines, **READ YOUR REDLINES** (many redlines will be for internal review only).

*NOTE: Never forward any correspondence from a Legal AutoZoner, including emails, to third parties – particularly the Vendor.*

13. Provide the assigned Legal AutoZoner with feedback and required VP and other internal approvals. Schedule a meeting with the assigned Legal AutoZoner to discuss if needed.
14. Once all internal issues are resolved, send redline version provided by the Legal AutoZoner to Vendor for its review.
15. Vendor sends its redline response and comments back to you.
16. Send any redlines with Vendor comments to the assigned Legal AutoZoner for subsequent review.

*Note: Please allow Legal three (3) business days for the Legal AutoZoner to provide you with a subsequent redline response or subsequent comments.*

17. Repeat 12-16 until all parties agree.
18. Review CIRA to be sure nothing has changed.

*Note: If information has changed, update the CIRA form and send to the reviewing Legal AutoZoner.*

19. Notify Legal that the agreement is ready for execution and request that it and the CIRA form be loaded into DocuSign.

*NOTE: AutoZone does not "cc" third parties on the DocuSign process because we don't share the CIRA form.*

20. Legal routes agreement for execution in DocuSign.

*NOTE: Sometimes hand signatures are required and no need for DS.*

*NOTE: If both parties have a signing process-AutoZone will always insist on signing using its DocuSign.*

- If you have questions about DocuSign, please ask a member of the corporate Legal team.

**The Corporate Legal team is happy to assist throughout the process and answer any questions or concerns!**

**Kevin Williams**  
**x7704**

**Amy Clunan**  
**x7141**

**Jason Bess**  
**x8074**

**Jana Mitchell**  
**x6713**

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**x6803**

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